

Step by Step Instruction: How to Conduct Direct Certification using the State Match Method

Professional Standards Learning Code 3120
Length: 30 minutes



Revised August 2016

"Step by Step Instruction: How to Conduct Direct Certification using the State Match Method" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education. **1**

Step by Step Instruction: How to Conduct Direct Certification using the State Match Method

Intended Audience and Content

- This *How-To-Guide* is intended for Local Educational Agencies (LEAs) operating the National School Lunch Program (NSLP) who are required to conduct direct certification.
- The following slides provide guidance on how to conduct direct certification using the State Match Method when using the Arizona Department of Education (ADE) CNP Direct Certification matching system.
- Attendees are expected to already understand how the ADE CNP Direct Certification matches students for free meal benefits prior to reviewing this How-To-Guide. ***Please review the How-To-Guide below before continuing:***
 - [Step by Step Instruction: Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification](#)

Step by Step Instruction: How to Conduct Direct Certification using the State Match Method

Objectives

At the end of this training, attendees should be able to:

- understand how to conduct CNP Direct Certification using the State Match Method;
- understand the CNP Direct Certification match results; and
- be aware of common errors that come up using this search method.

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light green like you see on this slide.



*Step by Step
Instruction:
How to
Conduct Direct
Certification
using the State
Match Method*

The Step by Step Instruction will review:

| | |
|--|---------------|
| Overview of the CNP Direct Certification Process | Slides 6-11 |
| Log into CNP Direct Certification | Slides 12-19 |
| State Match Method | Slides 20-25 |
| Results of CNP Direct Certification | Slides 26-33 |
| FAQ: Results of DC Report | Slides 34- 39 |

The following slides will only cover how-to instructions for the State Match Method. Please refer back to the [ADE Online Training Library](#) for other How-To-Guides regarding other ways to search in CNP Direct Certification.

Overview of the CNP Direct Certification Process

Overview of the CNP Direct Certification Process

Direct Certification

Direct Certification is the process of determining which children are eligible for free meal benefits based on documentation obtained directly from the appropriate state or local agency. Children directly certified will automatically receive free meal benefits without submitting a household application.

ADE has created an online computer matching system called **CNP Direct Certification** which allows LEAs to directly obtain confirmation from such agencies to determine if their students will qualify for free meal benefits.

LEAs can access this system at any time to generate documentation that may be used to certify students for free meal benefits within the program year.



SAIS Details

Overview of the CNP Direct Certification Process

Student Accountability Information Services ID (SAIS IDs)

SAIS ID - Arizona Department of Education (ADE) assigns each student with a SAIS ID that acts as a student identifier from K-12th grade.

Student data is pulled from pre-populated enrollment information in AzEDS, via the SAIS system. SAIS IDs can be utilized to conduct CNP Direct Certification only if the site uses AzEDS to send information to the SAIS division of ADE.

If your school does not report AzEDS data to ADE, the State Match option will not provide results and will show zero (0) students. This will also affect all search methods using SAIS IDs such as File Upload using SAIS IDs and Individual Student Lookup using SAIS IDs.

SAIS Support Center:

Phone: 602-542-7378

Toll Free: 1-866-577-9636

Email: ADESupport@azed.gov

<http://www.azed.gov/student-accountability/>

State Match
Method

Overview of the CNP Direct Certification Process

State Match

This method is recommended to search the eligibility of a large number of students. Enrollment is pre-populated, therefore you do not need to upload any files or data*. This method is best utilized to conduct CNP Direct Certification throughout the school year.

Arizona Department of Education

Home | File Upload | State Match | Individual Student Lookup | Reports | Administration | Help | Common Login | Logout

Home > State Match

CNP Direct Certification / Direct Verification

Welcome Emily Moldan

State Match

Print this page

- Use this method to check the eligibility of all students for a selected sponsor and/or site by comparing the SAIS data to the DES data.
- The sponsor(s) you are authorized for are listed or displayed in the "Sponsor Selection" area.
- The site(s) you are authorized for are listed in the "Site Selection" drop down. Select "All Sites" to check all students for a selected sponsor at once.
- Select the "Options" as desired and click the "Submit" button to view the results for the selected sponsor on this page.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- If the sponsor or site you select has more than 5000 students your search results will only be available in download format.

Search Criteria

Sponsor Selection

A & A COTTAGES INC (072745000)

Site Selection

All Sites

Click here to process your State Match: Submit

Options

Sh

☒ All

☐ Stu

☐ Stu

Pr

☒ On-screen Display only

☐ Download only

☐ On-screen Display AND Download

Find your organization using this dropdown.

* If your school does not report AzEDS data to ADE, the State Match method will not provide results and will show zero (0) students and matches.

Comprehension Check

Can you use the State Match method if your school or district does not report AzEDS information to ADE?

- A. Yes. All search methods are available to all districts.
- B. Yes. You can use whatever student ID numbers are assigned by your school and send them to AzEDS even if your district doesn't do it.
- C. No. The State Match method only works if the school or district reports student information to the AzEDS system.



Comprehension Check

Can you use the State Match method if your school or district does not report AzEDS information to ADE?

- A.** Yes. All search methods are available to all districts.
- B.** Yes. You can use whatever student ID numbers are assigned by your school and send them to AzEDS even if your district doesn't do it.
- C.** **No. The State Match method only works if the school or district reports student information to the AzEDS system.**

If your school or district does not report to AzEDS, the state match method will not work and you will receive zero match results. You will need to use a file upload search using standard or social security number format.



Log into CNP Direct Certification

Log into CNP Direct Certification

1. Go to the ADE Health and Nutrition Webpage:
<http://www.azed.gov/health-nutrition/nslp/>.



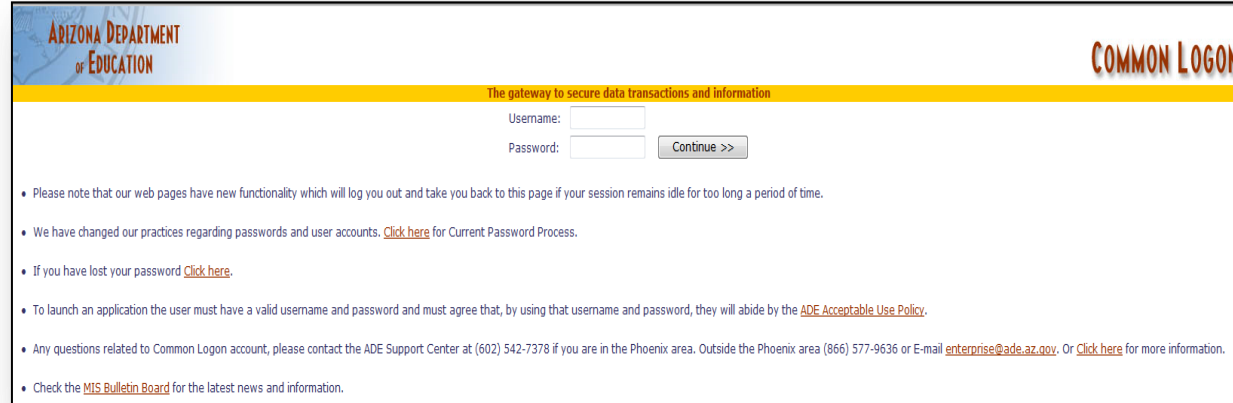
Log into CNP Direct Certification

2. Click on [COMMON LOGON](#) found on the upper right of the webpage.



Log into CNP Direct Certification

A new webpage will load. It should look like this screen:



The screenshot shows the 'COMMON LOGON' page for the Arizona Department of Education. At the top left is the department logo, and at the top right is the text 'COMMON LOGON'. Below the logo is a yellow banner with the text 'The gateway to secure data transactions and information'. Underneath the banner are input fields for 'Username:' and 'Password:', followed by a 'Continue >>' button. Below the login fields is a list of bullet points providing additional information and links.

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.



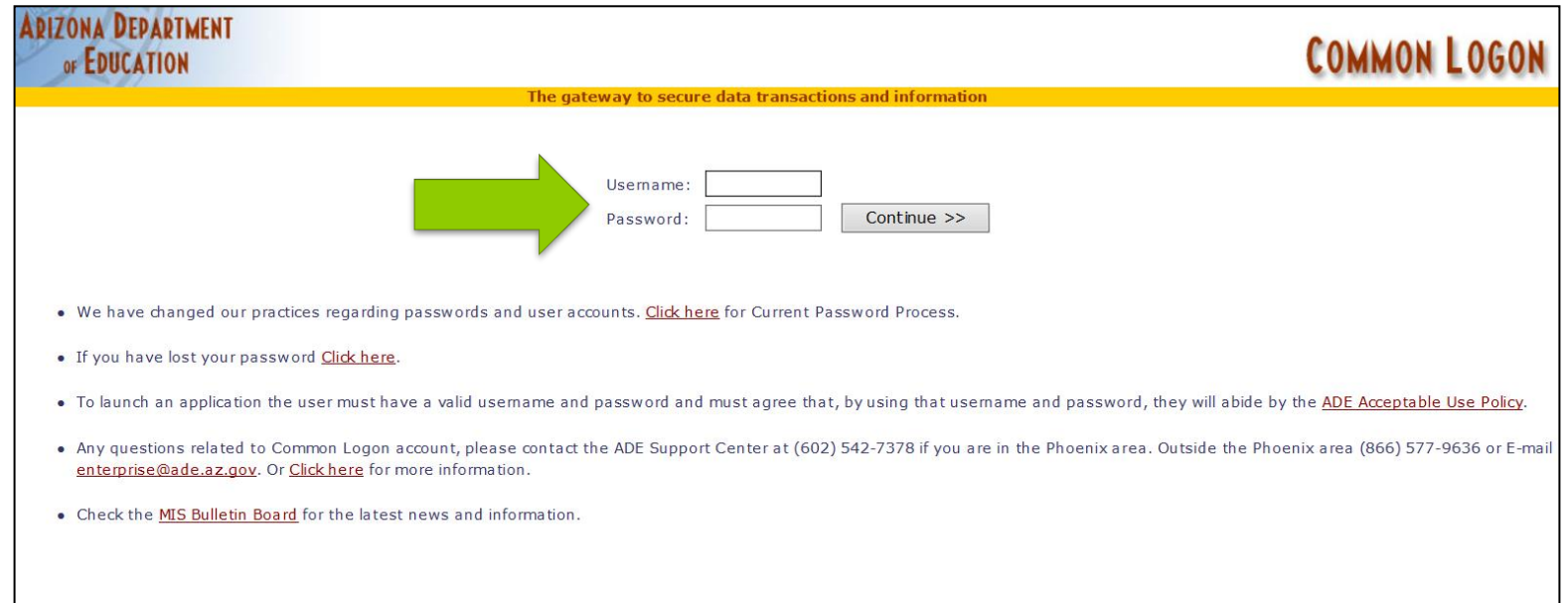
You must have a username and password in order to access Common Logon.

****If you do not have a username and password:***

- Complete the form *Common Logon Permissions for NSLP/Direct Certification*, requesting Direct Certification permissions, and send to ADE. This form can be found on the [ADE Program Forms Webpage](#).
- Receive a common logon username and password to access CNP Direct Certification/Direct Verification in 7-10 days.

Log into CNP Direct Certification

3. Enter your Username and Password.



ARIZONA DEPARTMENT
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

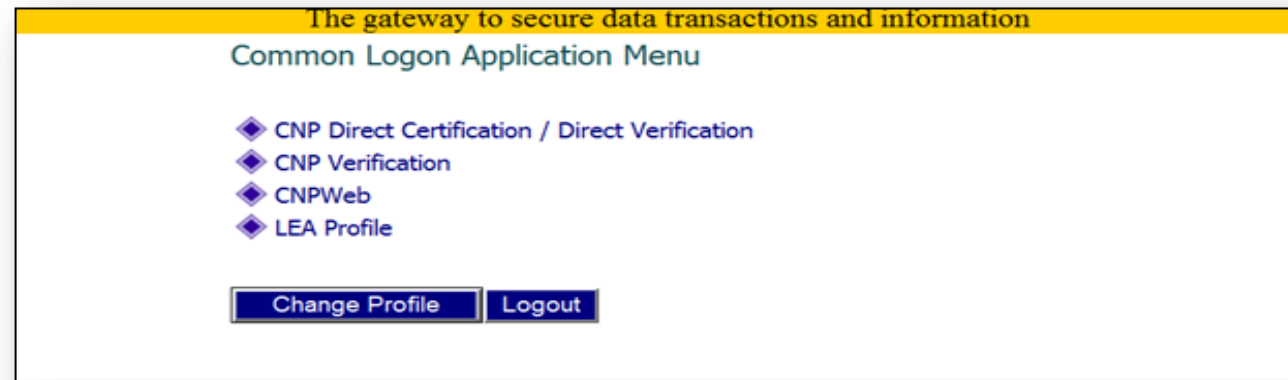
Password:

- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

Log into CNP Direct Certification

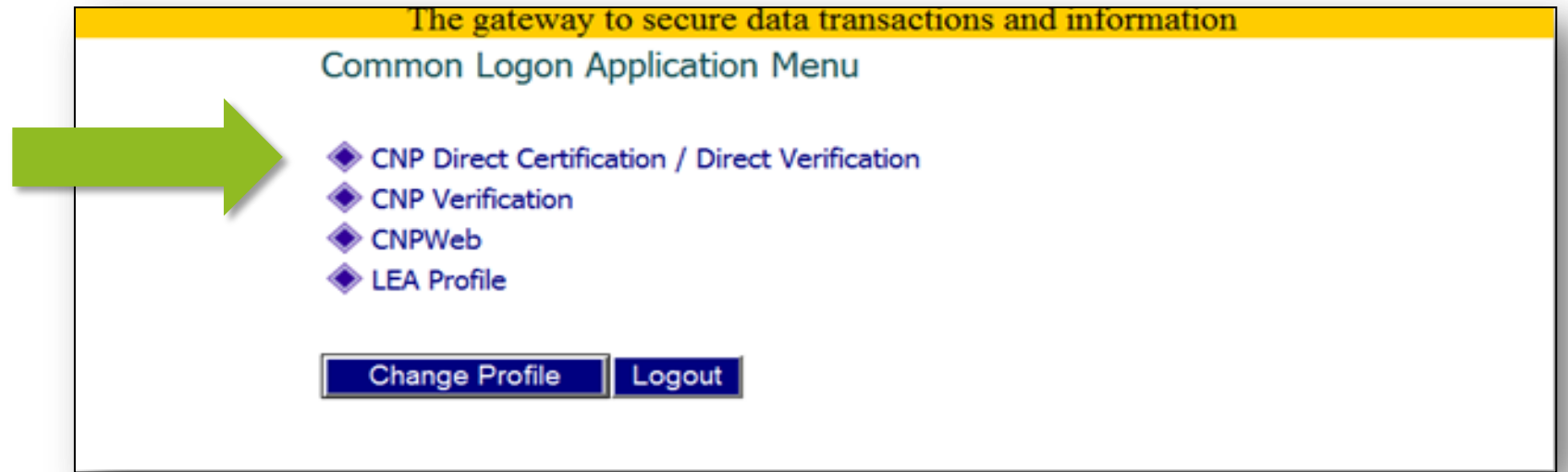
You have successfully logged into Common Logon.

After logging in, your webpage will show all Common Logon Applications you have access to.



Log into CNP Direct Certification

4. Click on [◆ CNP Direct Certification / Direct Verification](#).



Log into CNP Direct Certification

You have successfully logged into CNP Direct Certification/Direct Verification System.

A new screen will load. It should look like this:

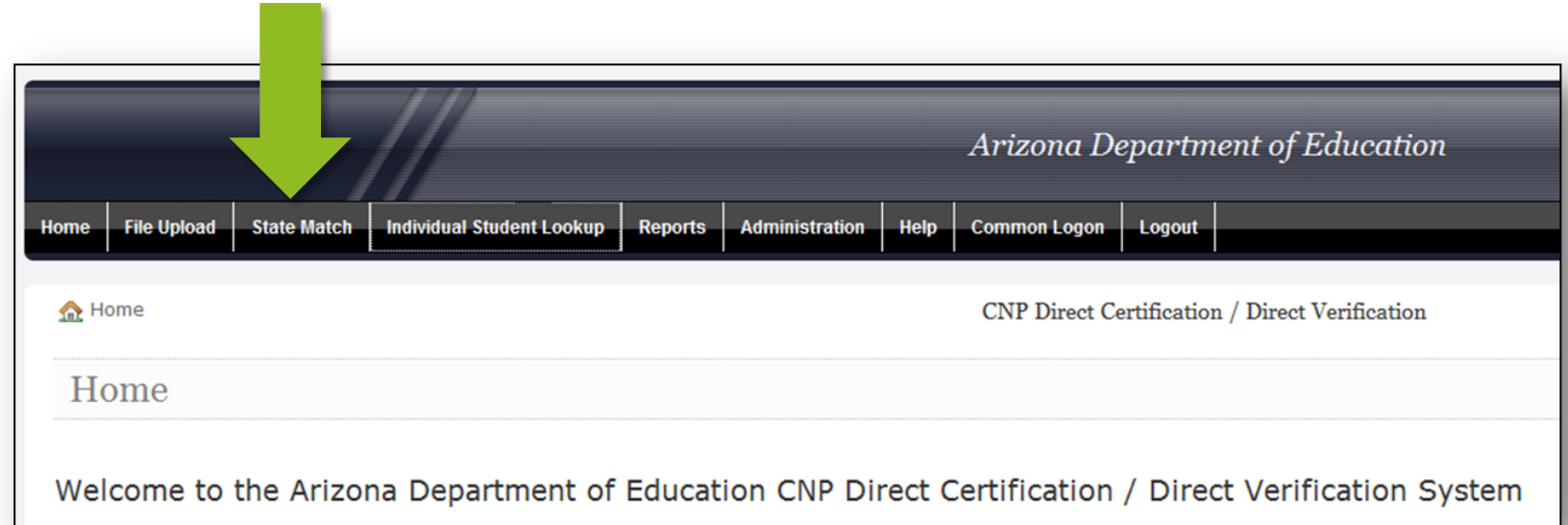
The screenshot shows the Arizona Department of Education's CNP Direct Certification / Direct Verification System interface. At the top, there is a dark blue header with the text "Arizona Department of Education" and the "AZ.GOV" logo. Below the header, a navigation bar includes a "Home" link, the page title "CNP Direct Certification / Direct Verification", and a user greeting "Welcome Aidaly Rodriguez". The main content area features a "Home" section with a welcome message: "Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System". A light blue box contains an "ATTENTION:" notice stating that search functions are for eligibility only and that the system handles FERPA-protected information. Below this, an "Acknowledgement:" section requires the user to confirm compliance with restrictions. A large green arrow points to the "I AGREE / CONTINUE" button, which is next to the "I DO NOT AGREE / EXT" button.

User must read the FERPA Compliance statement and acknowledge appropriate use of the system by clicking **I AGREE/CONTINUE** in order to proceed with CNP Direct Certification.

State Match Method

State Match Method

To start a search using the File Upload: Standard Format method, click on **State Match** found in the black menu bar.



State Match Method

A new screen will load. It should look like this:

The screenshot shows a web application interface for the 'State Match' method. At the top is a navigation bar with links: Home, File Upload, State Match, Individual Student Lookup, Reports, Administration, Help, Common Logon, and Logout. Below the navigation bar, the page title is 'CNP Direct Certification / Direct Verification' and a user greeting 'Welcome Aidaly Rodriguez' is displayed. The main heading is 'State Match'. A 'Print this page' link is visible. A light blue box contains instructions: 'Use this method to check the eligibility of all students for a selected sponsor and/or site by comparing the SAIS data to the DES data and/or FDP/IR / Migrant data.', 'The sponsor(s) you are authorized for are listed or displayed in the "Sponsor Selection" area.', 'The site(s) you are authorized for are listed in the "Site Selection" drop down. Select "All Sites" to check all students for a selected sponsor at once.', 'Select the "Options" as desired and click the "Submit" button to view the results for the selected sponsor on this page.', 'You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.', and 'If the sponsor or site you select has more than 5000 students your search results will only be available in download format.' Below this, the 'Search Criteria' section has two dropdown menus: 'Sponsor Selection' (showing 'A & A COTTAGES INC (072745000)') and 'Site Selection' (showing 'All Sites'). A 'Submit' button is next to the 'Sponsor Selection' dropdown. To the right, the 'Options' section has two sections: 'Show these students in the display:' with radio buttons for 'All students' (selected), 'Students that Match', and 'Students that Don't Match'; and 'Provide my results as:' with radio buttons for 'On-screen Display only' (selected), 'Download only', and 'On-screen Display AND Download'.

- On the left side of the screen is a search table titled, *Search Criteria*. You are able to find your organization name.
- On the right side of the screen are search options. You are able to choose which format to search students in and how you want the system to display your matches.

State Match Method

1. Search for your organization in the dropdown menu.

Home | File Upload | State Match | Individual Student Lookup | Reports | Administration | Help | Common Logon | Logout

Home > State Match

CNP Direct Certification / Direct Verification

State Match

- Use this method to check the eligibility of all students for a selected sponsor and/or site by comparing the SAIS data to the DES data and/or FDPiR / Migrant data.
- The sponsor(s) you are authorized for are listed or displayed in the "Sponsor Selection" area.
- The site(s) you are authorized for are listed in the "Site Selection" drop down. Select "All Sites" to check all students for a selected sponsor at once.
- Select the "Options" as desired and click the "Submit" button to view the results for the selected sponsor on this page.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- If the sponsor or site you select has more than 5000 students your search results will only be available in download format.

Search Criteria

Sponsor Selection

A & A COTTAGES INC (072745000)

A New Leaf (072122000)

Academy Del Sol, Inc. (108734000)

Academy of Arizona (078799000)

Academy Of Excellence, Inc. (078604000)

Academy of Mathematics and Science South, Inc. (078242000)

Academy of Mathematics and Science, Inc. (078270000)

Academy of Mathematics and Science, Inc. (108713000)

Academy with Community Partners Inc (078794000)

ACCEL (072164000)

Acclaim Charter School (078701000)

Acorn Montessori Charter School (138760000)

Adventure Discovery (032701000)

Against Abuse (112751000)

Agape Youth Foundation (072775000)

Agua Fria Union High School District (070516000)

Aguila Elementary District (070363000)

Ahwatukee Foothills Prep, Inc. (078501000)

AIBT Non-Profit Charter High School - Phoenix (078793000)

Air Academy Charter High School dba Thomas Jefferson High School (078970000)

Ajo Unified District (100215000)

Akimel O Otham Pee Posh Charter School, Inc. (118705000)

Al-Huda School (102040000)

Aleph Bet Preschool & Kindergarten (071982000)

Alhambra Elementary District (070468000)

All Aboard Charter School (078967000)

All My Children, Inc. (072769000)

All the King's Horses Children's Ranch (021902000)

Allsport Academy (108716000)

Altar Valley Elementary District (100351000)

State Match: Submit

Options

Show these students in the display:

☒ All students

☐ Students that Match

☐ Students that Don't Match

Provide my results as:

☒ On-screen Display only

☐ Download only

☐ On-screen Display AND Download

Organizations are listed in alphabetical order.

State Match Method

2. Select how you wish to show match results by checking boxes in the section, *Show these students in the results*. Select how you wish your results to be provided by checking boxes in section *Provide my results as*.

Department of Education

AZ.GOV
Arizona's Official Web Site

/ Direct Verification

Welcome Aidaly Rodriguez

Print this page

Match:

Options

☒ Show these students in the display:

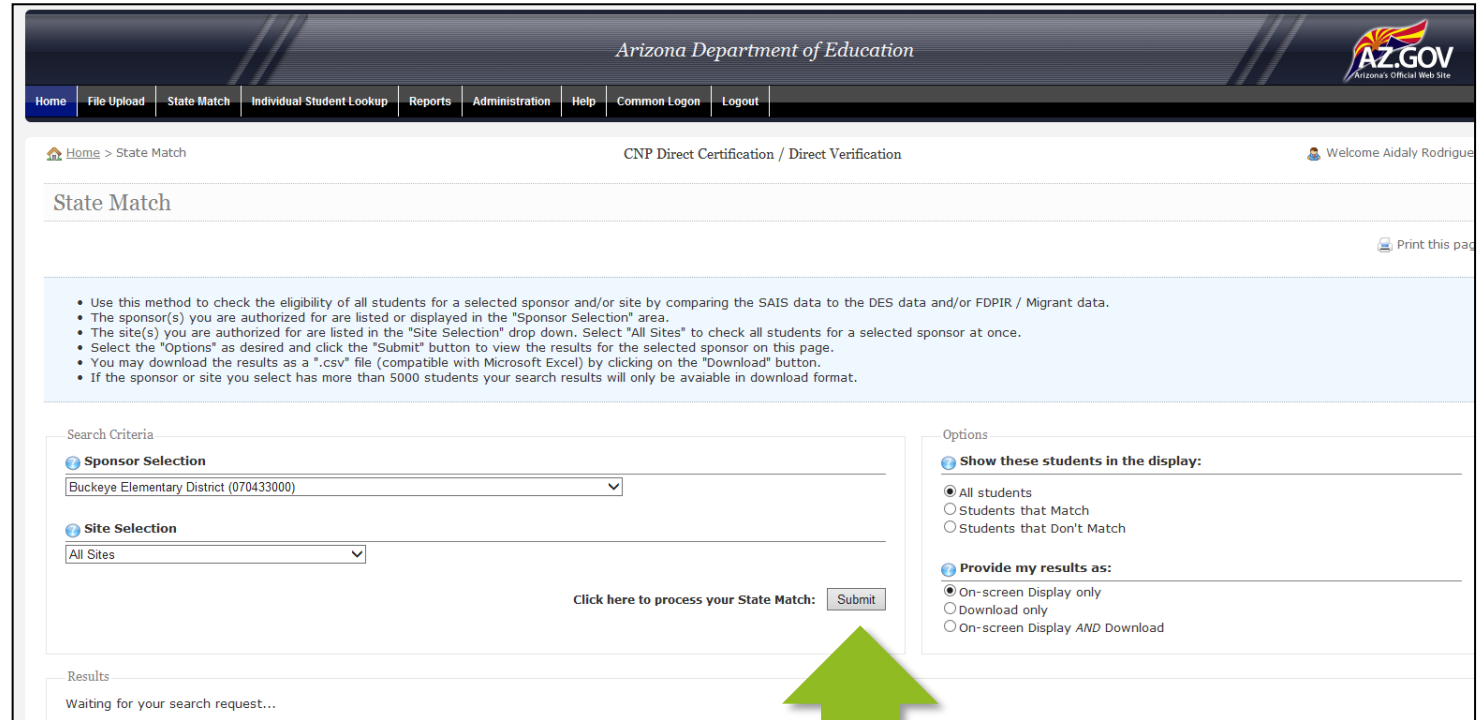
- ☒ All students
- ☐ Students that Match
- ☐ Students that Don't Match

☒ Provide my results as:

- ☒ On-screen Display only
- ☐ Download only
- ☐ On-screen Display AND Download

State Match Method

3. Click  to run the report.



Arizona Department of Education

AZ.GOV
Arizona's Official Web Site

Home | File Upload | State Match | Individual Student Lookup | Reports | Administration | Help | Common Logon | Logout

Home > State Match

CNP Direct Certification / Direct Verification

Welcome Aidaly Rodriguez

Print this page

State Match

- Use this method to check the eligibility of all students for a selected sponsor and/or site by comparing the SAIS data to the DES data and/or FDPPIR / Migrant data.
- The sponsor(s) you are authorized for are listed or displayed in the "Sponsor Selection" area.
- The site(s) you are authorized for are listed in the "Site Selection" drop down. Select "All Sites" to check all students for a selected sponsor at once.
- Select the "Options" as desired and click the "Submit" button to view the results for the selected sponsor on this page.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- If the sponsor or site you select has more than 5000 students your search results will only be available in download format.

Search Criteria

Sponsor Selection
Buckeye Elementary District (070433000)

Site Selection
All Sites

Click here to process your State Match: **Submit**

Options

Show these students in the display:

- ☒ All students
- ☐ Students that Match
- ☐ Students that Don't Match

Provide my results as:

- ☒ On-screen Display only
- ☐ Download only
- ☐ On-screen Display AND Download

Results
Waiting for your search request...

Results of CNP Direct Certification

Results of CNP Direct Certification

Match Results

Once you upload the file and click **Submit**, the window will refresh and display your search results below the file upload search bar.

Results

| | | | |
|---------------------------|------------------|--------------------------|--------------------------------|
| File Upload Processed as: | | Standard File Upload | |
| Prepared by: | Aidaly Rodriguez | Date Prepared: | 8/16/2016 9:37 AM |
| Direct Verification: | No | Displaying: | Matches, Non-Matches, Messages |
| Records Processed: | 15 | Validation Errors Found: | 0 |
| Matches Found: | 5 | Non-Matches Found: | 10 |
| SNAP Matches: | 5 | MA Matches: | 0 |
| TANF Matches: | 0 | Foster Matches: | 0 |
| FDPIR Matches: | 0 | Migrant Matches: | 0 |
| Homeless Matches: | 0 | | |

Please note, if you do not see your results immediately on your screen, continue to scroll down as search results are displayed underneath the search bar.


| Record Number ^ | First Name | Last Name | Birthdate | Results | Decision Date | SNAP | TANF |
|-----------------|------------|-----------|------------|----------|---------------|------|------|
| 1 | John | Smith | 12/01/2002 | Match | 01/25/2016 | Y | |
| 2 | Katie | Moyer | 03/02/2001 | Match | 08/15/2015 | Y | |
| 3 | Ashley | Brown | 02/11/2001 | No Match | | | |
| 4 | Kelly | Daly | 05/06/2002 | Match | 08/31/2015 | Y | |
| 5 | Josh | Greene | 02/14/2001 | No Match | | | |
| 6 | John | Lopez | 09/05/2003 | No Match | | | |
| 7 | Alex | Rodriguez | 08/05/2001 | No Match | | | |
| 8 | Lexy | Grey | 03/13/2004 | No Match | | | |
| 9 | Meredith | Grey | 07/15/2000 | Match | 07/25/2016 | Y | |
| 10 | Mark | Sloan | 01/25/1999 | No Match | | | |
| 11 | Christina | Yang | 08/20/1999 | No Match | | | |
| 12 | Preston | Burke | 11/23/2001 | Match | 05/20/2016 | Y | |
| 13 | George | O'Malley | 11/14/2003 | No Match | | | |
| 14 | Callie | Torres | 12/24/2004 | No Match | | | |
| 15 | Arizona | Robbins | 12/31/2002 | No Match | | | |

Please note, if you do not see your results immediately on your screen, continue to scroll down as search results are displayed underneath the search bar.

Results of CNP Direct Certification

Saving Search Results

Match results must be kept on file to support why free meal benefits were provided to students. Please make sure to print or download these results, as you will not be able to retrieve them once you close the computer window. Results are not saved in the CNP Direct Certification system.

 Print this page

To **print** results, click the icon *Print this page* found at the top of the screen. This print will include the results and a summary box that contains information such as *prepared by* and *date prepared*.

Click here to download your results: 

To **download** results, click the icon *Click here to download your results* found directly above the match results displayed on the computer screen. Match results will be downloaded as an Excel file. Please note, when downloading results, the summary box that contains information such as *prepared by* and *date prepared* will not be included.

If results are downloaded, as a best practice you should include the date direct certification was conducted within the file name.

For example: Direct Certification is conducted on August 23, your file name should be DCresultsAug232016.

Results of CNP Direct Certification

Extending Eligibility

If an individual student matches in any of the five agency records (SNAP, TANF, FDPIR, Foster, MEP) the child automatically qualifies for free meal benefits.

A student with a match in SNAP, TANF, and/or FDPIR will qualify him/herself and will also qualify all enrolled household members for free meal benefits. This is referred to as **extending eligibility**.

Please note, a match in Foster or MEP does not extend free meal benefits to other household members.



Example

Results of CNP Direct Certification

Extending Eligibility

Example 1: Harry Potter matched in the Foster column. Although Harry is in the same household as Dudley, we do not automatically certify Dudley as being free since a match in Foster cannot be extended to other household members.

| First Name | Last Name | Birthdate | Results | Decision Date | SNAP | TANF | MA | FOSTER | FDPIR | MIG | HOM |
|------------|-----------|------------|----------|---------------|------|------|----|--------|-------|-----|-----|
| Dudley | Dursley | 11/12/1997 | No Match | | | | | | | | |
| Harry | Potter | 07/31/1997 | Match | 05/30/2001 | | | | Y | | | |

Example 2: Mary Kate matched in the SNAP column. Mary Kate and Ashley are siblings and are in the same household; therefore, we extend free meal benefits to Ashley since SNAP qualifies all enrolled household members for free meal benefits.

| First Name | Last Name | Birthdate | Results | Decision Date | SNAP | TANF | MA | FOSTER | FDPIR | MIG | HOM |
|------------|-----------|------------|----------|---------------|------|------|----|--------|-------|-----|-----|
| Mary Kate | Olsen | 08/25/1999 | Match | 08/25/2016 | Y | | | | | | |
| Ashley | Olsen | 08/25/1999 | No Match | | | | | | | | |

Results of CNP Direct Certification

If a Student Does Not Match

When a student is not found in any of the agency records, the word **No Match** will be listed next to the student's name. This does not change the student's eligibility.

LEAs should continue to search for non-matching students throughout the program year to determine if they are new participants in any of the agency's programs.

For example: Hunter Smith was a No Match in DC. This means that his name/record was not found in any of the assistance programs. This does not change Hunter's eligibility to paid. This means he will have to qualify for meal benefits in another way (i.e. homeless liaison list, household application, etc.)

| First Name | Last Name | Birthdate | DES Results | DES Decision Date | SNAP | TANF | MA | Foster | FDPIR | MIG | HOM |
|------------|-----------|------------|-------------|-------------------|------|------|----|--------|-------|-----|-----|
| Hunter | Smith | 11/12/2009 | No Match | | | | | | | | |
| Vivian | Corsaro | 08/05/2010 | Match | 08/31/2015 | Y | | | | | | |
| Brian | Peterson | 03/10/2010 | Match | 09/11/2015 | Y | Y | | | | | |
| Roselynn | Martinez | 06/21/2010 | No Match | | | | | | | | |

Comprehension Check

True or False: Once you see the results, you are done with direct certification.

- A. True.
- B. False. You have to email ADE to let them know you did direct certification. Once you do that, you are done.
- C. False. You must download or print your report and keep it on file. Once you have downloaded and/or printed the results, you are done conducting direct certification



Comprehension Check

True or False: Once you see the results on the screen, you are done with direct certification.

- A. True.**
- B. False.** You have to email ADE to let them know you did direct certification. Once you do that, you are done.
- C. False.** You must download or print your report and keep it on file. Once you have downloaded and/or printed the results, you are done conducting direct certification

All LEAs must keep these results on file. They can be downloaded and saved electronically, printed out, or both. The key is that you must be able to access the results at any time.



FAQ: Results of DC Report

FAQ: Results of DC Report


Do I need to download my results or can I just print the webpage?

- Whichever method works better for the user. Upon request, the LEA must provide to ADE a copy of the original report and the date CNP Direct Certification was conducted. If you run multiple searches in Individual Student Lookup, you must print and/or save the results from each search. Please see slide 28 for details on how to print or download results.

Results

| | | | |
|---------------------------|------------------|--------------------------|--------------------------------|
| File Upload Processed as: | | Standard File Upload | |
| Prepared by: | Aidaly Rodriguez | Date Prepared: | 8/16/2016 9:37 AM |
| Direct Verification: | No | Displaying: | Matches, Non-Matches, Messages |
| Records Processed: | 15 | Validation Errors Found: | 0 |
| Matches Found: | 5 | Non-Matches Found: | 10 |
| SNAP Matches: | 5 | MA Matches: | 0 |
| TANF Matches: | 0 | Foster Matches: | 0 |
| FDPIR Matches: | 0 | Migrant Matches: | 0 |
| Homeless Matches: | 0 | | |

Click here to download your results:



| Record Number ^ | First Name | Last Name | Birthdate | Results | Decision Date | SNAP | TANF | MA | Foster | FDPIR | MIG | HOM | Upload Message |
|-----------------|------------|-----------|------------|----------|---------------|------|------|----|--------|-------|-----|-----|----------------|
| 1 | John | Smith | 12/01/2002 | Match | 01/25/2016 | Y | | | | | | | |
| 2 | Katie | Moyer | 03/02/2001 | Match | 08/15/2015 | Y | | | | | | | |
| 3 | Ashley | Brown | 02/11/2001 | No Match | | | | | | | | | |
| 4 | Kelly | Daly | 05/06/2002 | Match | 08/31/2015 | Y | | | | | | | |
| 5 | Josh | Greene | 02/14/2001 | No Match | | | | | | | | | |
| 6 | John | Lopez | 09/05/2003 | No Match | | | | | | | | | |
| 7 | Alex | Rodriguez | 08/05/2001 | No Match | | | | | | | | | |
| 8 | Lexy | Grey | 03/13/2004 | No Match | | | | | | | | | |
| 9 | Meredith | Grey | 07/15/2000 | Match | 07/25/2016 | Y | | | | | | | |
| 10 | Mark | Sloan | 01/25/1999 | No Match | | | | | | | | | |
| 11 | Christina | Yang | 08/20/1999 | No Match | | | | | | | | | |
| 12 | Preston | Burke | 11/23/2001 | Match | 05/20/2016 | Y | | | | | | | |
| 13 | George | O'Malley | 11/14/2003 | No Match | | | | | | | | | |
| 14 | Callie | Torres | 12/24/2004 | No Match | | | | | | | | | |
| 15 | Arizona | Robbins | 12/31/2002 | No Match | | | | | | | | | |

Click here to download your results:



FAQ: Results of DC Report

Would ADE accept my CNP Direct Certification report if I copied the Match and No Match results onto an Excel spreadsheet?

- ADE will ask to see the original report created from CNP Direct Certification. The LEA must keep the original search results format from the webpage or downloaded results. As long as the LEA has at least one copy in its original form, the LEA can copy the results into their own format.

FAQ: Results of DC Report

On my results page, if there is a Decision Date next to the student, do their free meal benefits begin on that date?

- No. When the system provides a match under the column, *DES Results*, it also provides a date listed under the column titled, *DES Decision Date*. For purposes of certifying students for free meal benefits, we disregard the *DES Decision Date* and record the date the CNP Direct Certification was conducted.

| First Name | Last Name | Birthdate | DES Results | DES Decision Date | SNAP | TANF | MA | Foster | FDPIR | MIG | HOM |
|------------|-----------|------------|-------------|-------------------|------|------|----|--------|-------|-----|-----|
| Hunter | Smith | 11/12/2009 | No Match | | | | | | | | |
| Vivian | Corsaro | 08/05/2010 | Match | 08/31/2015 | Y | | | | | | |
| Brian | Peterson | 03/10/2010 | Match | 09/11/2015 | Y | Y | | | | | |

FAQ: Results of DC Report

On my results page, is it ok if the column, Decision Date, is blank?

- Yes, it is ok if the column Decision Date is blank on the results report. For purposes of certifying students for free meal benefits, we disregard the DES Decision Date and record the date the CNP Direct Certification was conducted.

FAQ: Results of DC Report

Why is the student showing up more than once?

- The student may have been given multiple School IDs (i.e. transferred schools). The database will list ALL School IDs given to that student, however all students are only assigned one SAIS ID, therefore the results will be the same for all the different School IDs.

Technical Assistance

If you have any questions about directly certifying students for meal benefits, use:

- The Eligibility Manual for School Meals and the various other How To Guides at:
http://www.azed.gov/health_nutrition/nslp/programguidance/

*For other questions about Direct Certification,
please contact your School Nutrition Program Specialist.*

End of Training

Congratulations!

You have completed the Step by Step Instruction: ***How to Conduct Direct Certification Using State Match Method.***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

- Information to include when documenting this training for Professional Standards:
 - Training Title: Step by Step Instruction: ***How to Conduct Direct Certification Using State Match Method***
 - Learning Code: 3120
 - Key Area: 3000- Administration
 - Length: 1 hour
- *Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*

**Request a
Certificate**

End of Training

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, ADE will create a certificate of completion and email it to you within 10 business days.

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey.

Training Title: Step by Step Instruction: ***How to Conduct Direct Certification Using State Match Method***

Professional Standards Learning Code: ***3120***

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